

VSCP: Communication & Managing Up
18 – 21 April 2006
Ft. Collins, Colorado

Tentative Agenda

Tuesday 18 April 2006

8:00	Welcome and Introductions Administrative Details	Amy Kokesh
8:15 – 10:00	Managing Up -Goals	Cindy Pericak
10:00-10:15	Break	
10:15 – 10:30	Managing Up -Dynamics -Mutual Success	
12:00 – 1:00	Lunch	
1:00 – 4:00	Managing Up -Mentoring and Networking Opportunities -Assertiveness Skills	Cindy Pericak
2:30 – 2:45	Break	
2:45 – 3:00	Managing Up -Decision-making Skills	
4:00	Wrap-up Adjourn	Cindy Pericak

VSCP: Communication & Managing Up
18 – 21 April 2006
Ft. Collins, Colorado

Wednesday 19 April 2006

8:00 – 10:00	Introductions Conflict Management/Diversity Conflict Styles	CPR Staff
10:00 – 10:15	Break	
10:15 – 12:00	Collaboration is Great, But... Building Trust Reflective Listening	
12:00 – 1:00	Lunch	
1:00 – 2:00	Your Preferred Communication Style	
2:00 – 2:15	Break	
2:15 – 4:00	Circle of Influence and Our Attitude Everything Counts	
4:00	Wrap-up Adjourn	Cindy Pericak

VSCP: Communication & Managing Up
18 – 21 April 2006
Ft. Collins, Colorado

Thursday 20 April 2006

8:00 – 10:15	Overview of Concepts Indicators of High Performing Groups and Teams Indicators of Teams in Need of Improvement Elements of Cohesiveness: -Communication -Commitment -Contribution -Conflict -Change -Follow-through -Timeliness	Larry White
10:15 – 10:30	Break	
10:30 – 12:00	Introduction to Team Dynamics and Culture Understanding Self in the Team/Group Context	
12:00 – 1:00	Lunch	
1:00 – 2:30	Identifying Individual Communication and Conflict Style Self Direction and Attitude	
2:30 – 2:45	Break	
2:45 – 3:45	Looking Ahead and Paradigms	
3:45 - 4:00	Wrap-up and Feedback Adjourn	Cindy Pericak

VSCP: Communication & Managing Up
18 – 21 April 2006
Ft. Collins, Colorado

Friday 21 April 2006

8:00 – 12:00

APHIS Records Management

Cathy McDuffie

12:00 – 12:30

Wrap-up and Feedback
Course Evaluations
Adjourn

Cindy Pericak